Unit Diary/Marine Integrated Personnel System {UD/MIPS}

ELSIG Current

TERMINAL LEARNING OBJECTIVES

To become familiar with the ELSIG Changes in UD/MIPS SR 1-03

To view the New ELSIG functionalities and to better suit the user to see what Privileges apply.

These options are ONLY available for the C

ENABLING LEARNING OBJECTIVES

-ELSIG Privileges

-Assignment of ELSIG

-Type of ELSIG

-Authorized Privileges

-ELSIG Default Privileges Management

-Add TTC List

-ELSIG Reports

ELSIG PRIVILEGES

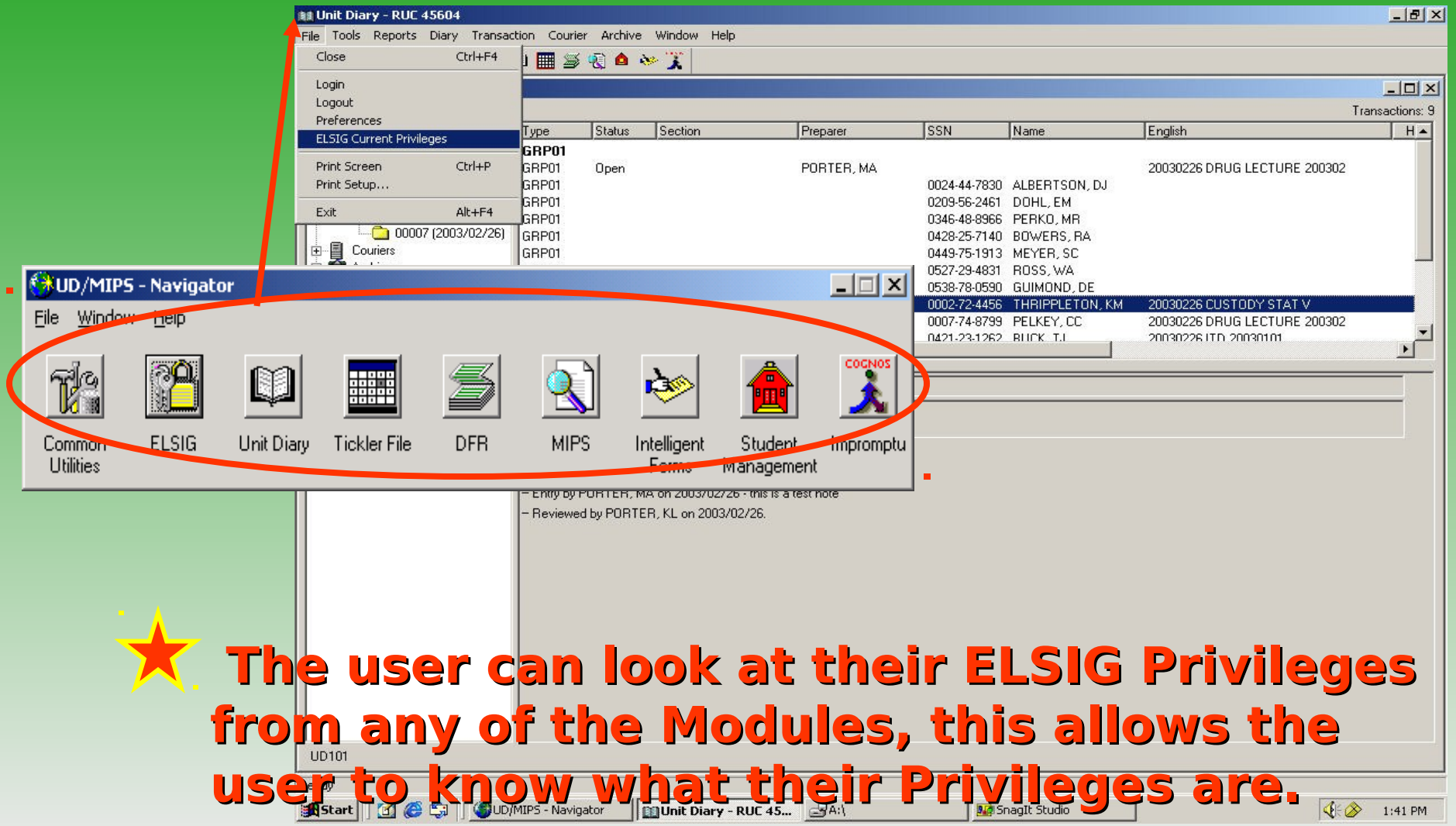
	View Other Diaries	Modify TTC List	Diary Status Assignments	Add/Delete All Transactions	Create Diary	Transaction Assignment	Create Courier	Archive/ Recover Diary	Edit/ Delete Notes	Lock/ Unlock Diary	Mass Deletion	Remove Track Courier Log	Turn On/Off Scheduled Events	Remote Exec Of Scheduled
Admin Viewer & Viewer	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Certifier	✓	A	✓	X	A	A	A	A	A	A	A	A	A	A
Elsig Control Officer	✓	A	✓	X	A	A	A	A	A	A	A	A	A	A
Preparer	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Reviewer	✓	A	A	X	A	A	A	A	A	A	A	A	A	A
Super Reviewer	X	X	X	X	X	X	X	X	X	X	X	X	X	X

LEGEND	
Set as Default	✓
Unavailable set as Default	X
Available	A

Note: **SuperViewer**: is issued for Inspection purpose to personnel visiting a unit *ELSIG session data is recorded on a disk.

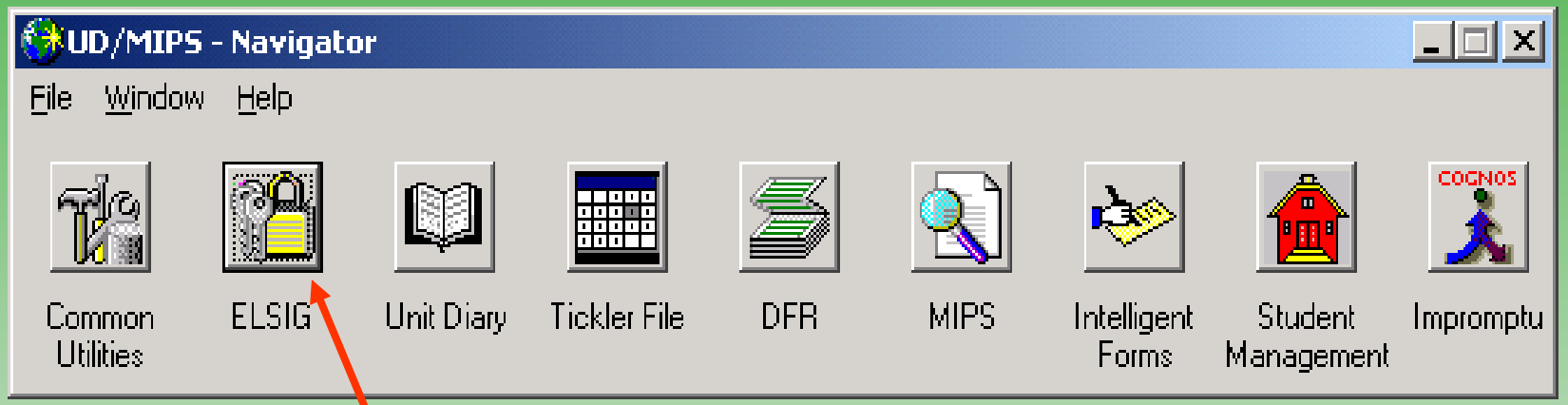
Admin Viewer/ Viewer: may access and use all functions in in UDMIPS, but can not make and certifie a diary.

ELSIG Current Privileges



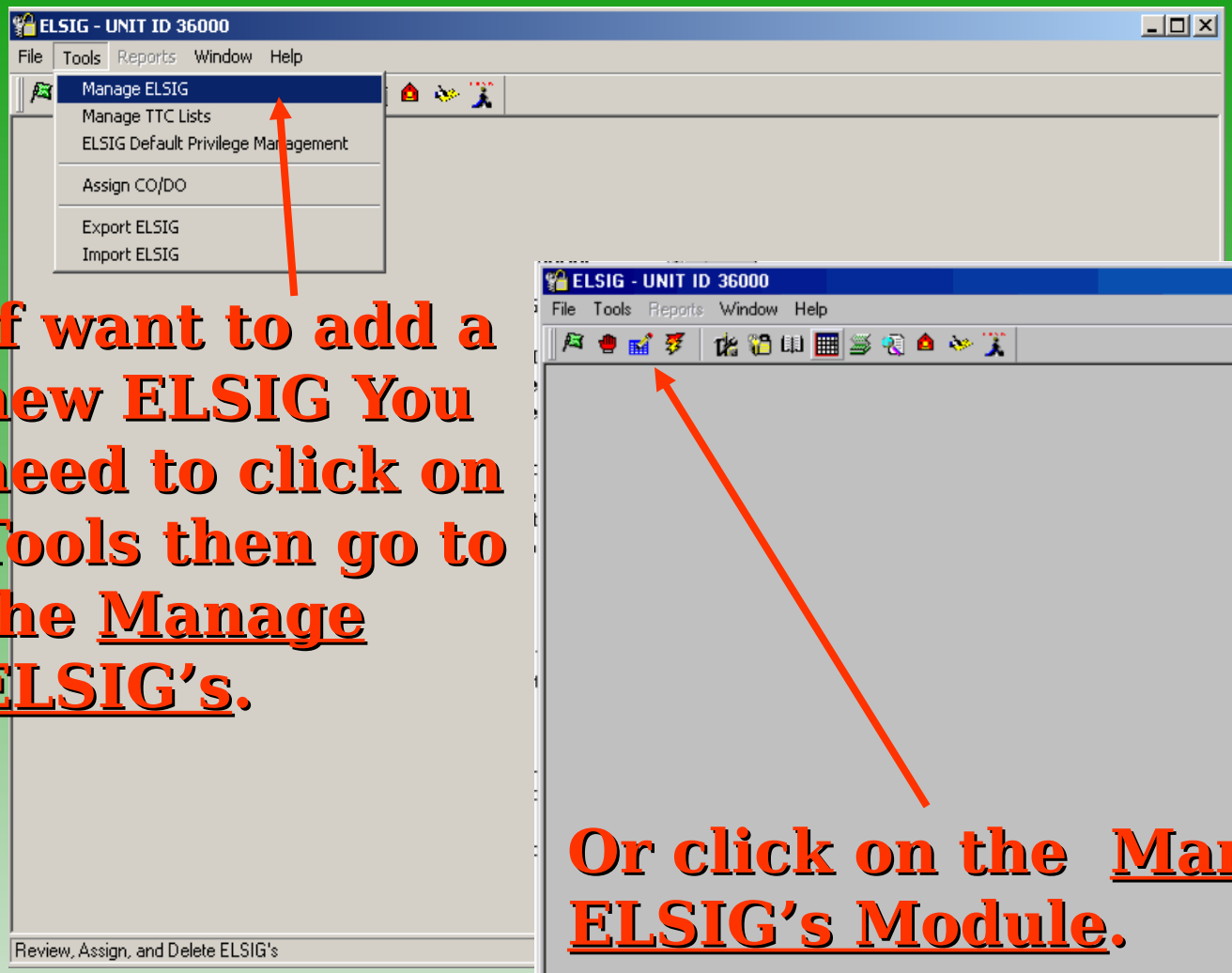
The user can look at their ELSIG Privileges from any of the Modules, this allows the user to know what their Privileges are.

ELSIG PRIVILEGES

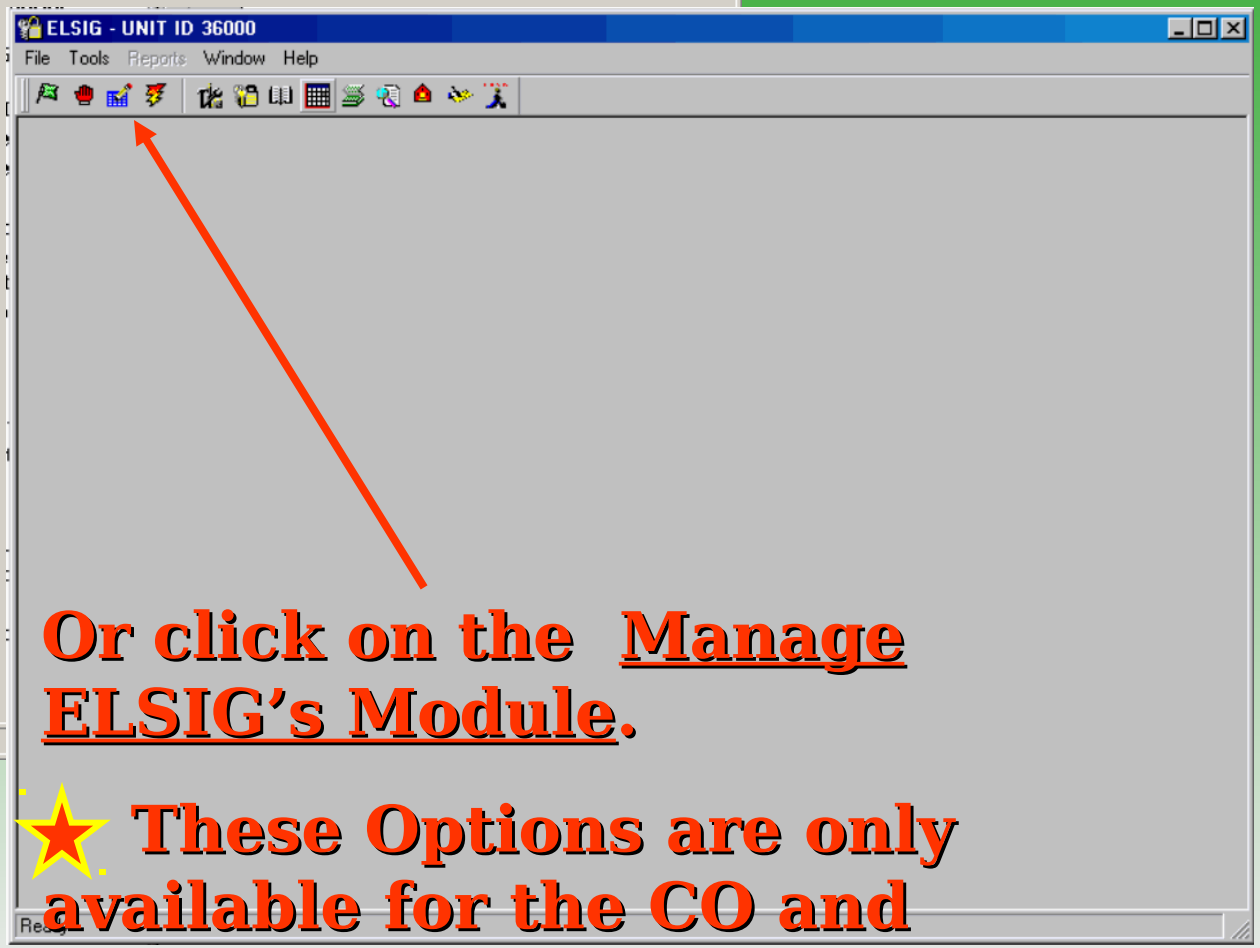


Click on ELSIG Module to Manage ELSIG Privileges

ELSIG Creation



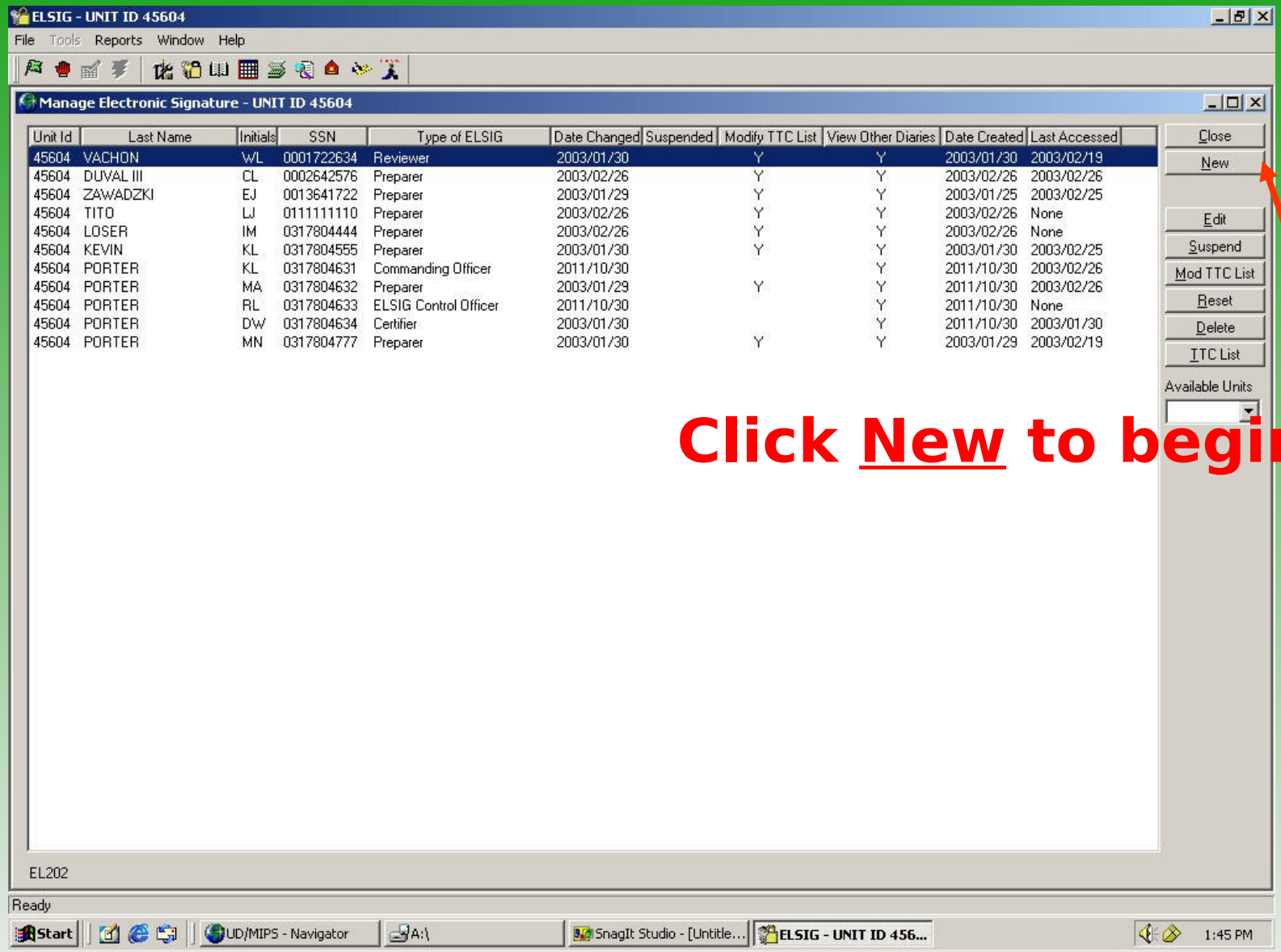
If want to add a new ELSIG You need to click on Tools then go to the Manage ELSIG's.



Or click on the Manage ELSIG's Module.

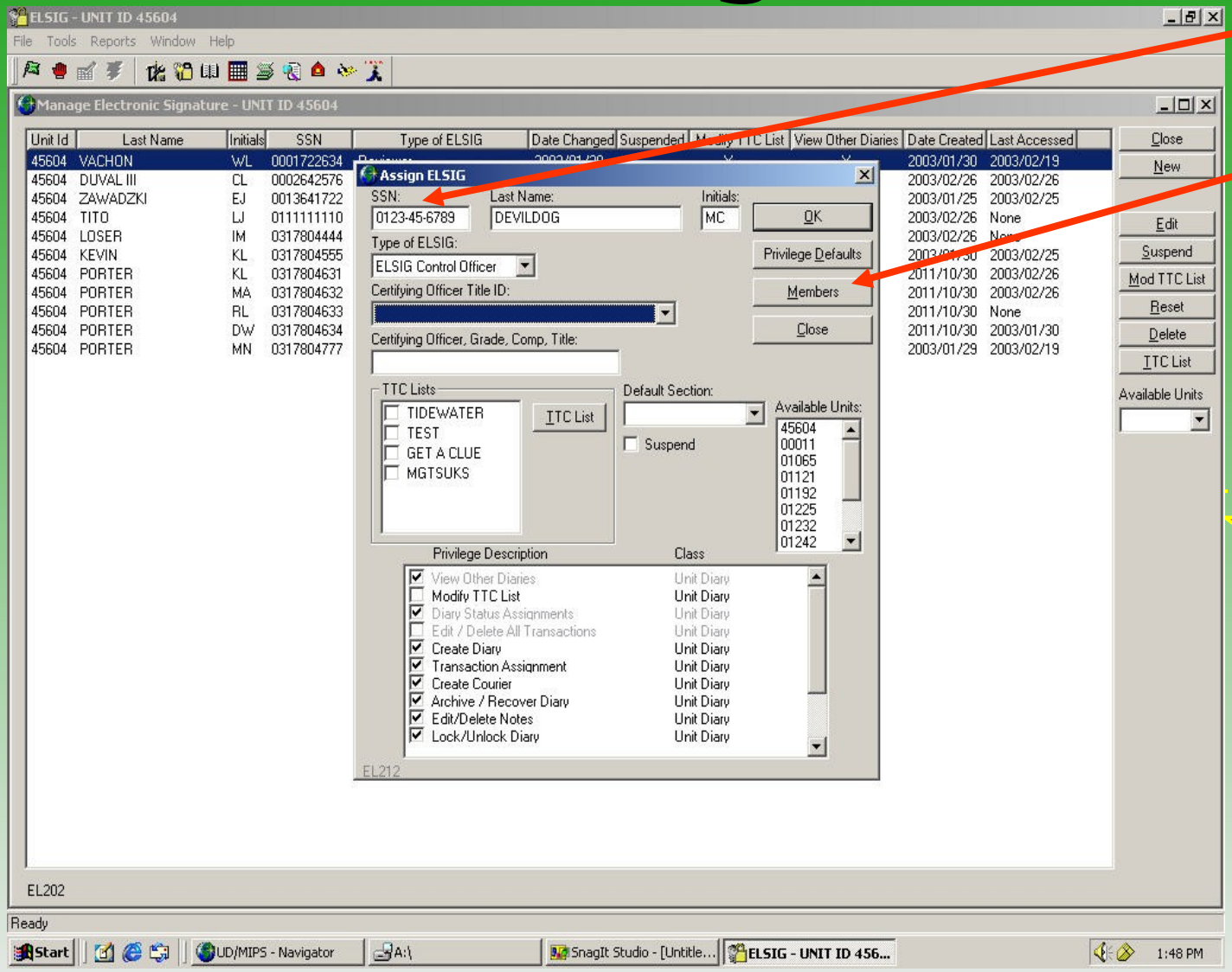
These Options are only available for the CO and ECO

ELSIG Creation



Click New to begin Creati

Choose User for ELSIG Assignment



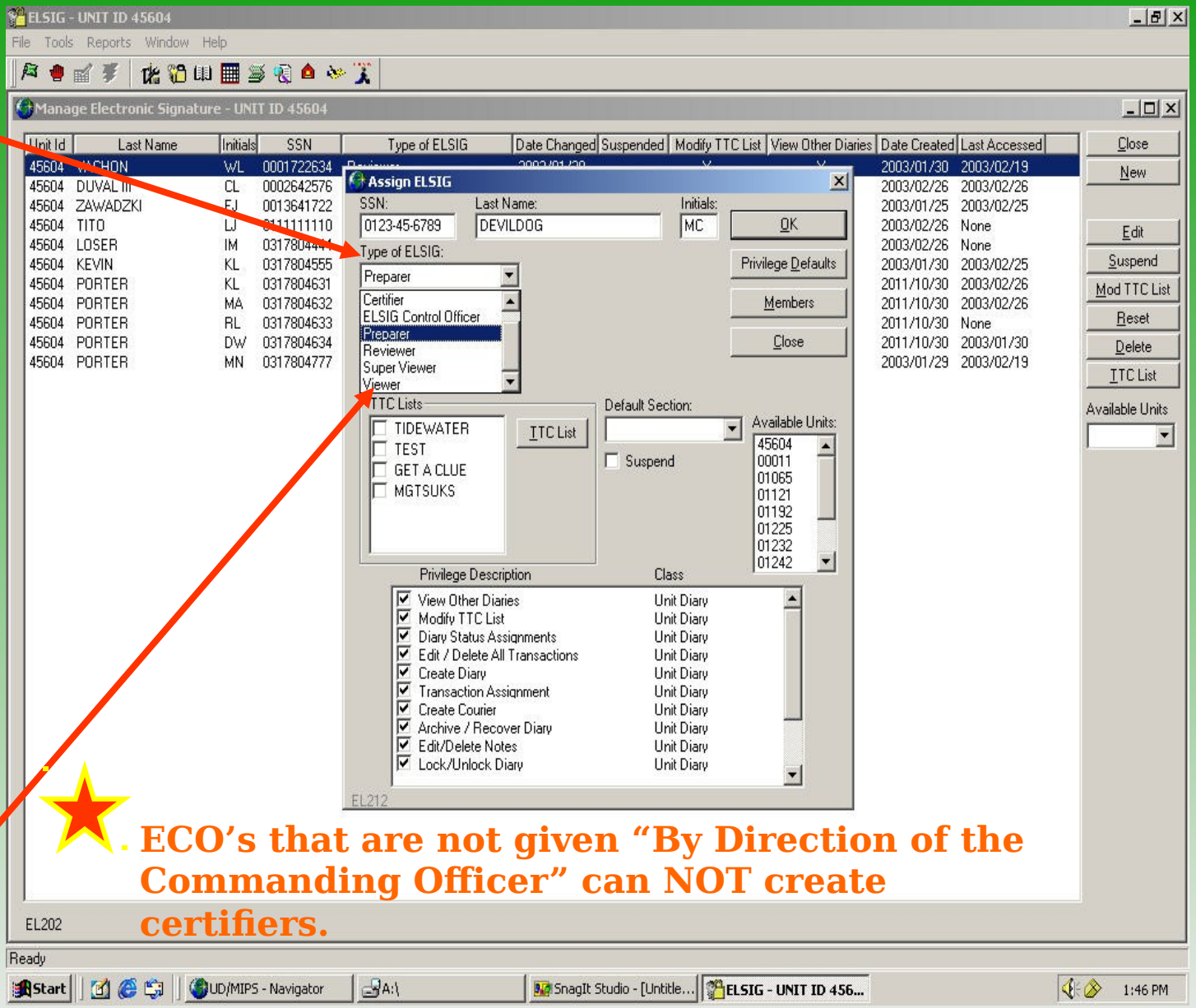
Type in SSN or use members button to select a User

(Name and Initials will not populate if a Trecon has not been reconciled. No Members will be available

Choose Type of ELSIG

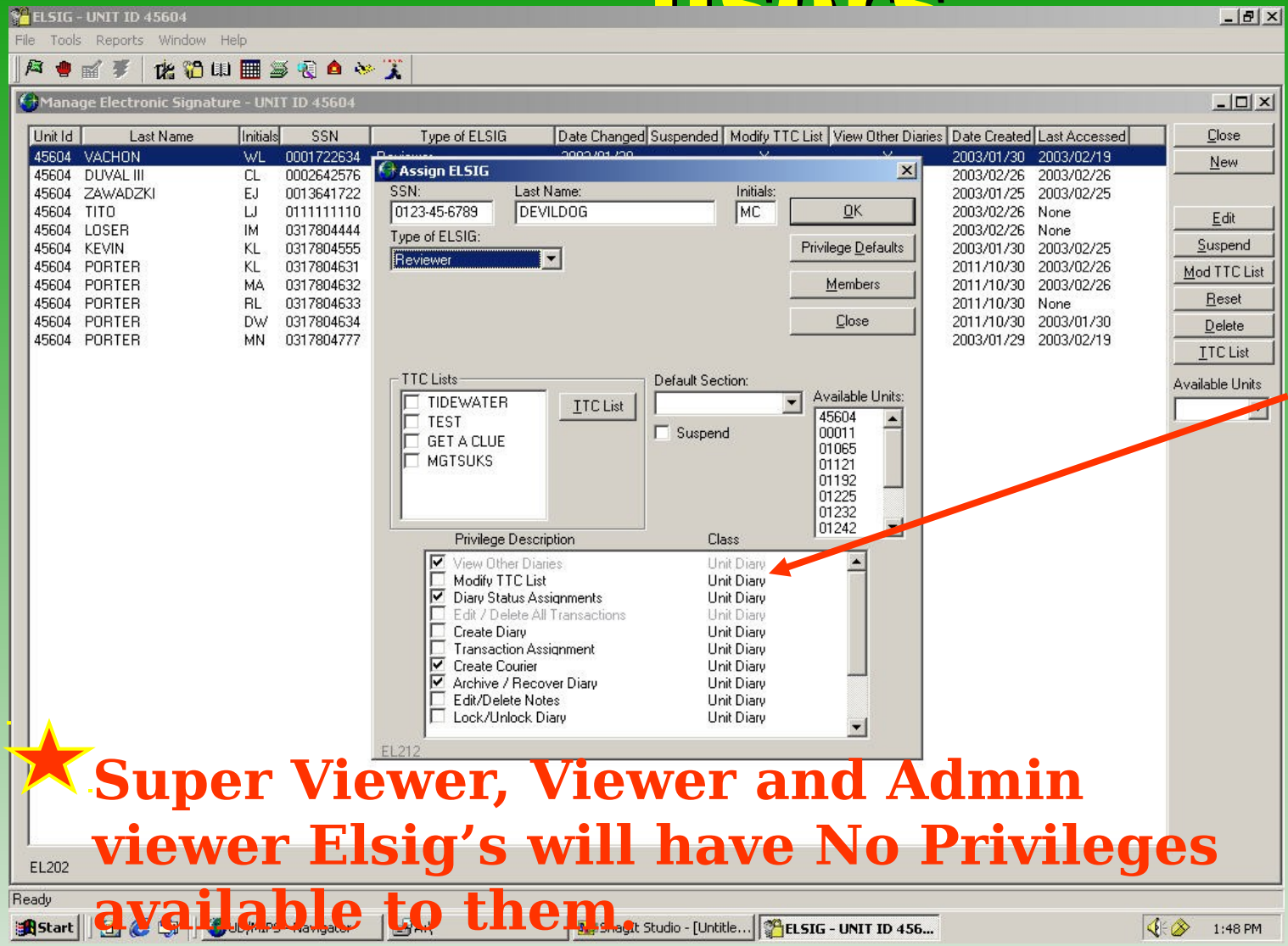
Available Types are:

- **Certifier**
- **ELSIG Control Officer (More than 1 ECO is authorized)**
- **Preparer**
- **Reviewer**
- **Super Viewer**



. ECO's that are not given "By Direction of the Commanding Officer" can NOT create certifiers.

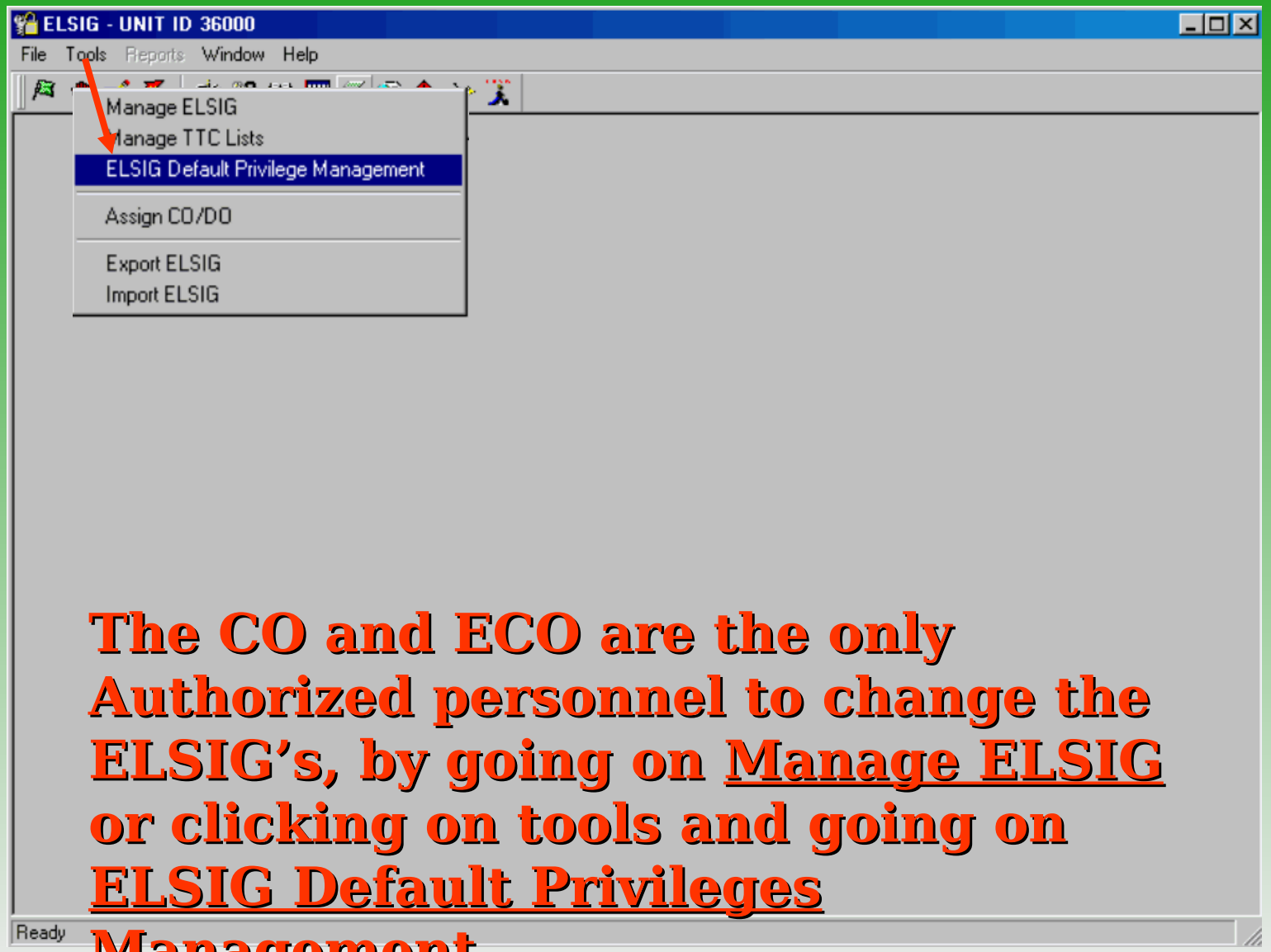
Authorized Privileges of users



Every user has many different Privileges. The CO and ECO may add or remove privileges from

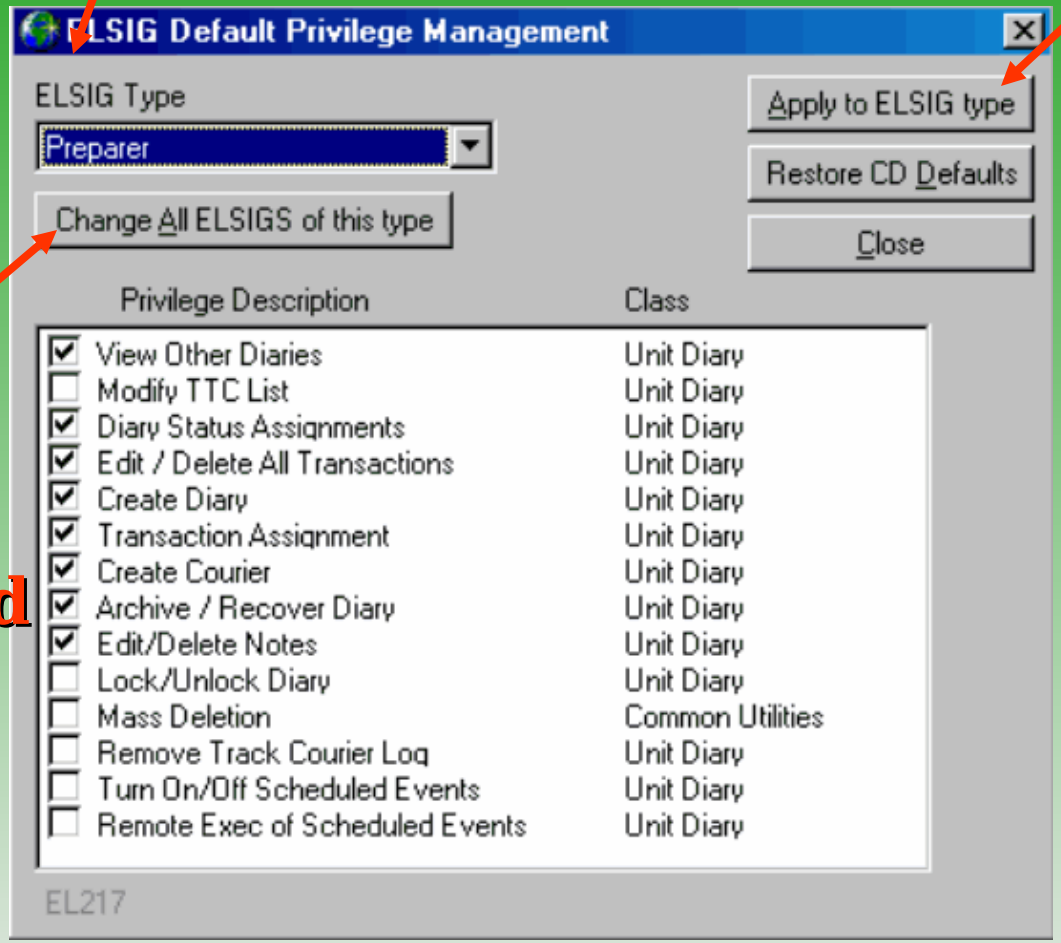
Super Viewer, Viewer and Admin viewer Elsig's will have No Privileges available to them.

ELSIG Default Privileges Management



The CO and ECO are the only Authorized personnel to change the ELSIG's, by going on Manage ELSIG or clicking on tools and going on ELSIG Default Privileges Management.

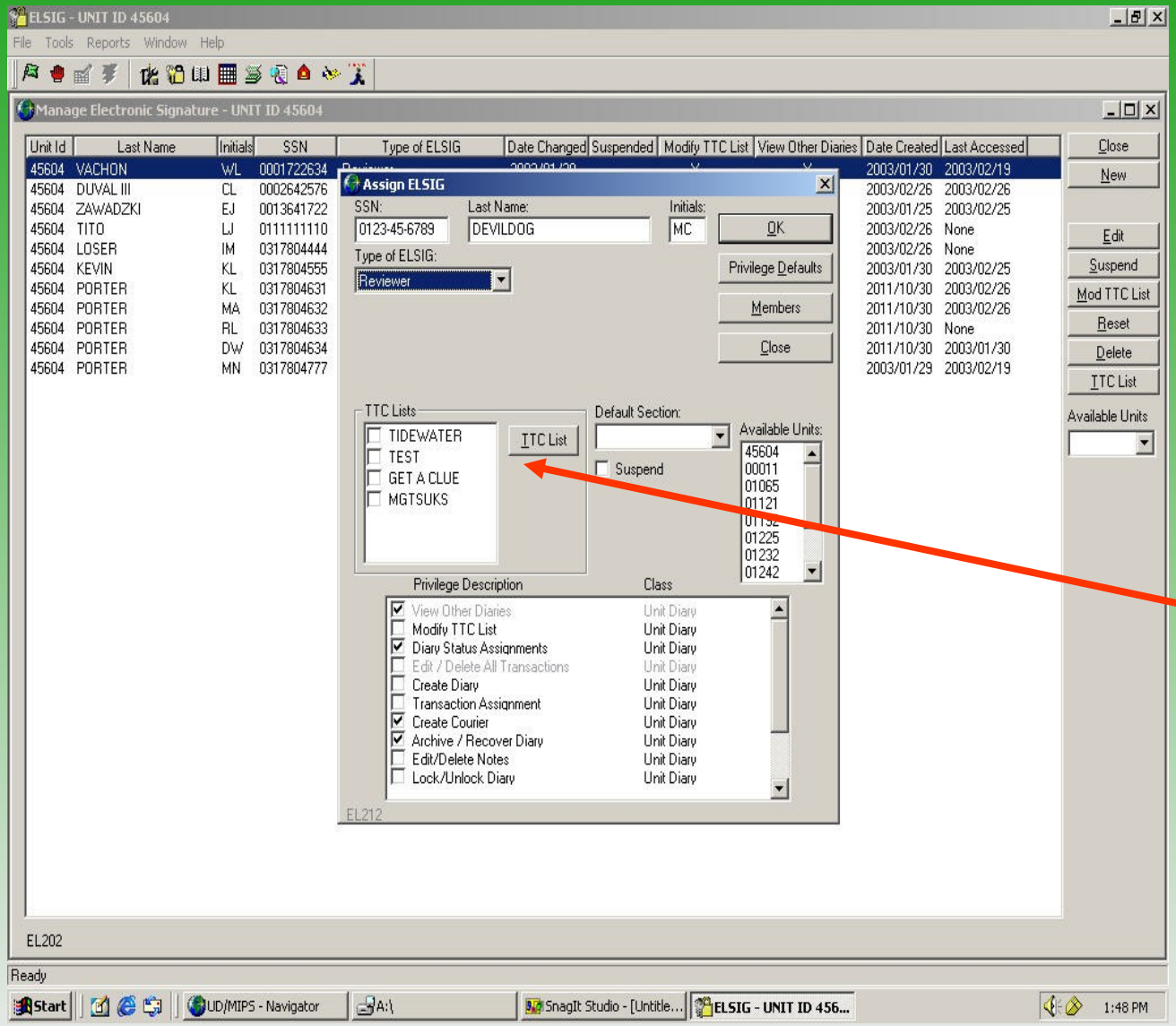
ELSIG Default Privileges Management



The CO and ECO are the ONLY authorized Personnel to this.

You can change the privileges and reset them to default of the CD format.

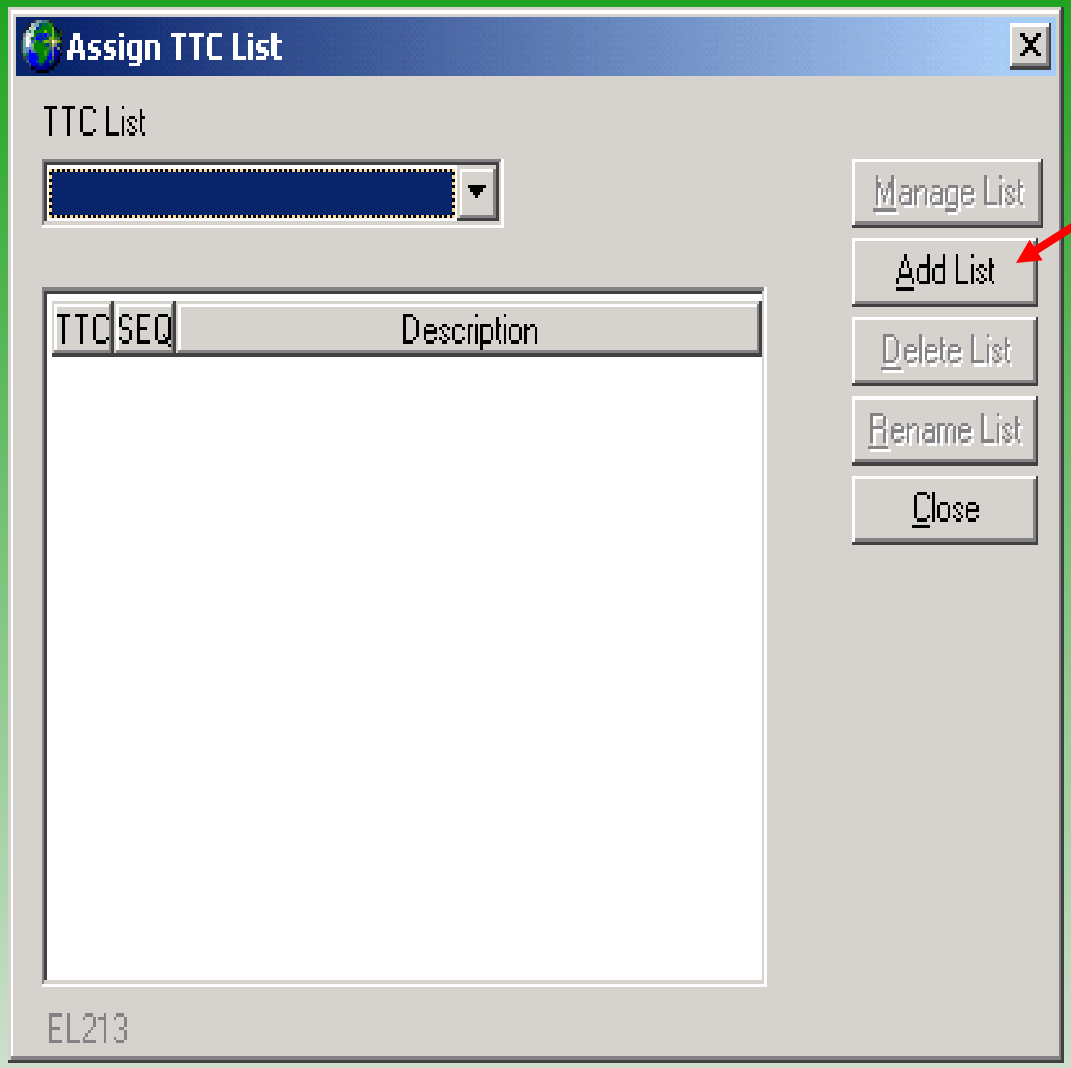
TTC Lists



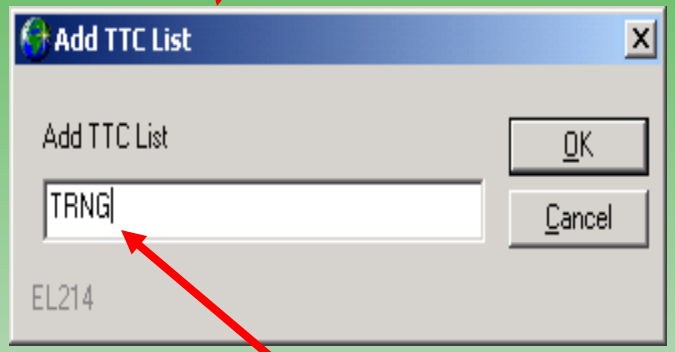
Click TTC List Button to create a TTC List

TTC Lists can be used to restrict Users to only selected TTC's by checking it off.

Add TTC List

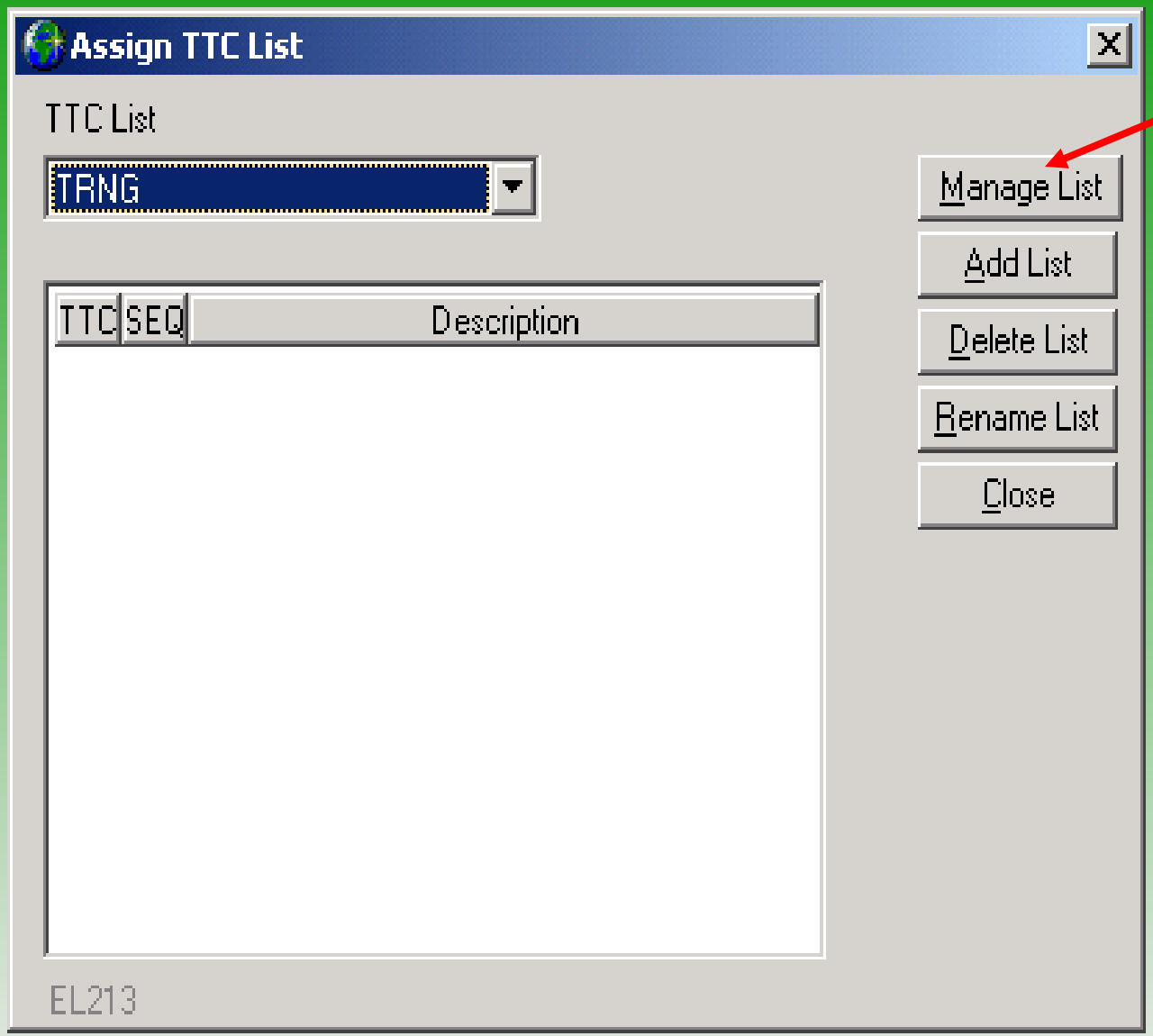


Clicking Add List will open Add TTC List Box



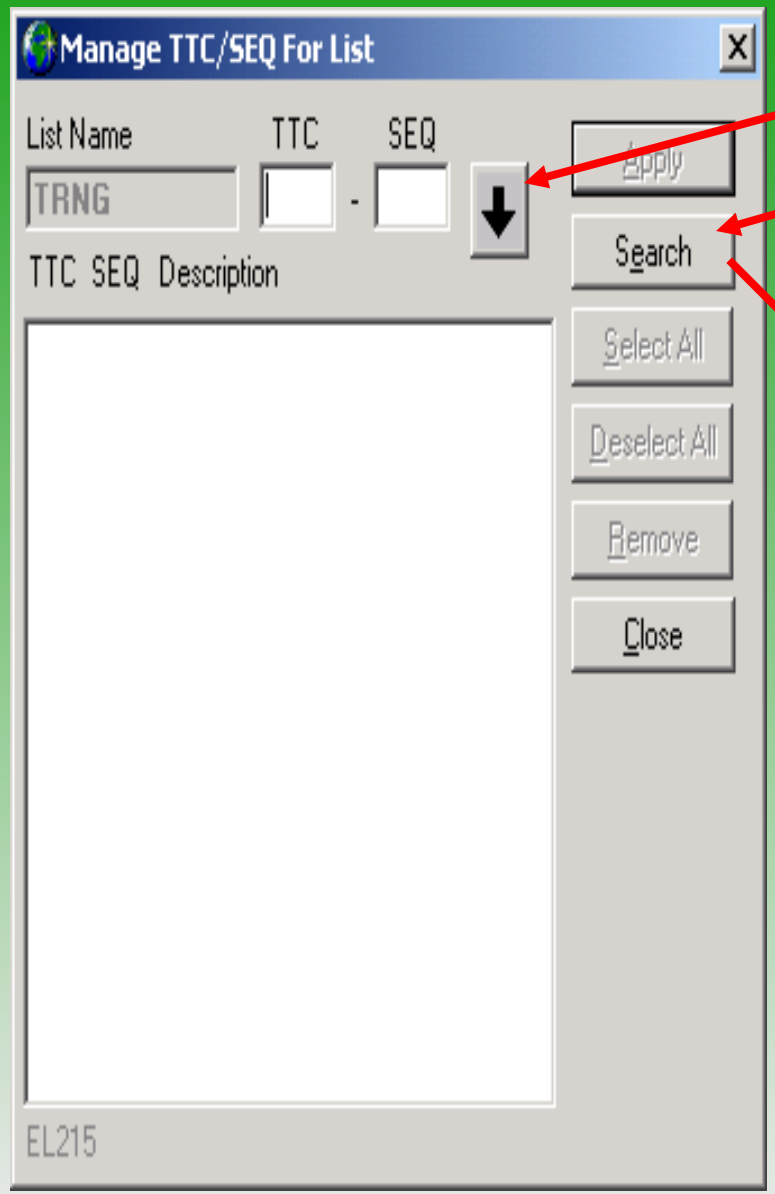
Insert Name for List and Click OK

Manage Lists

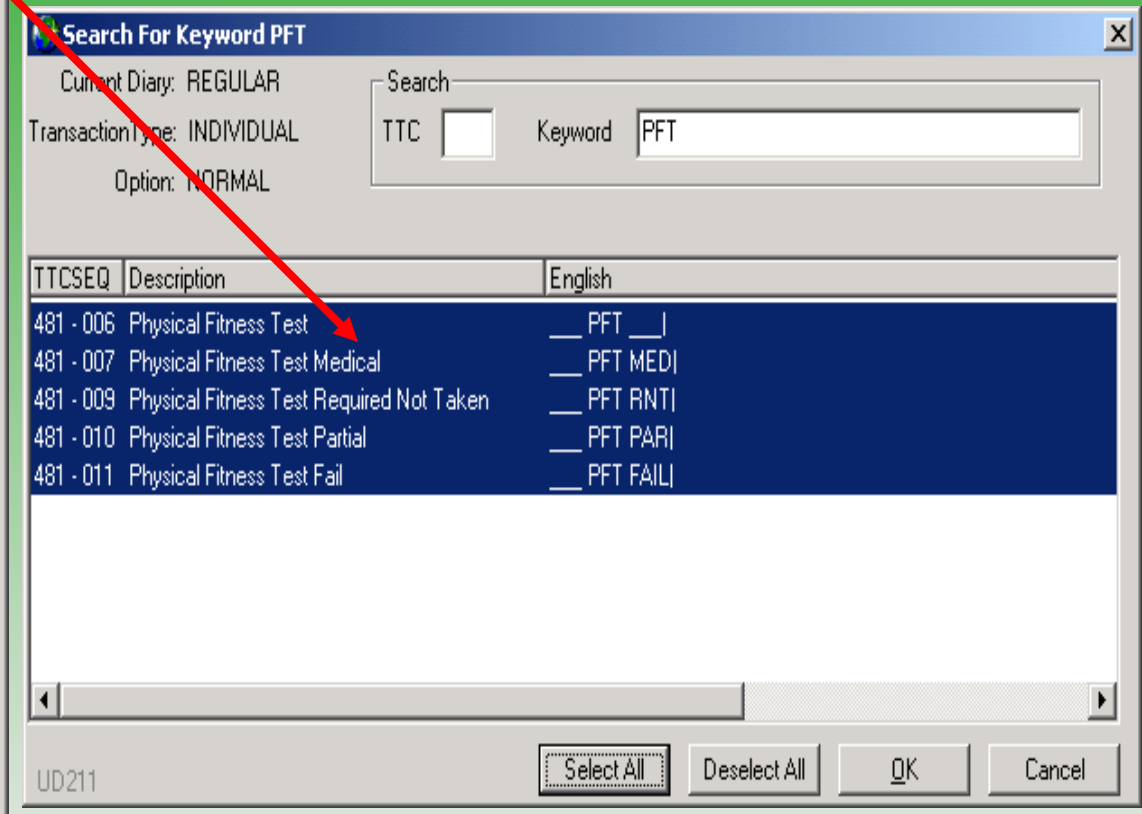


Click on Manage List to add TTC's to List

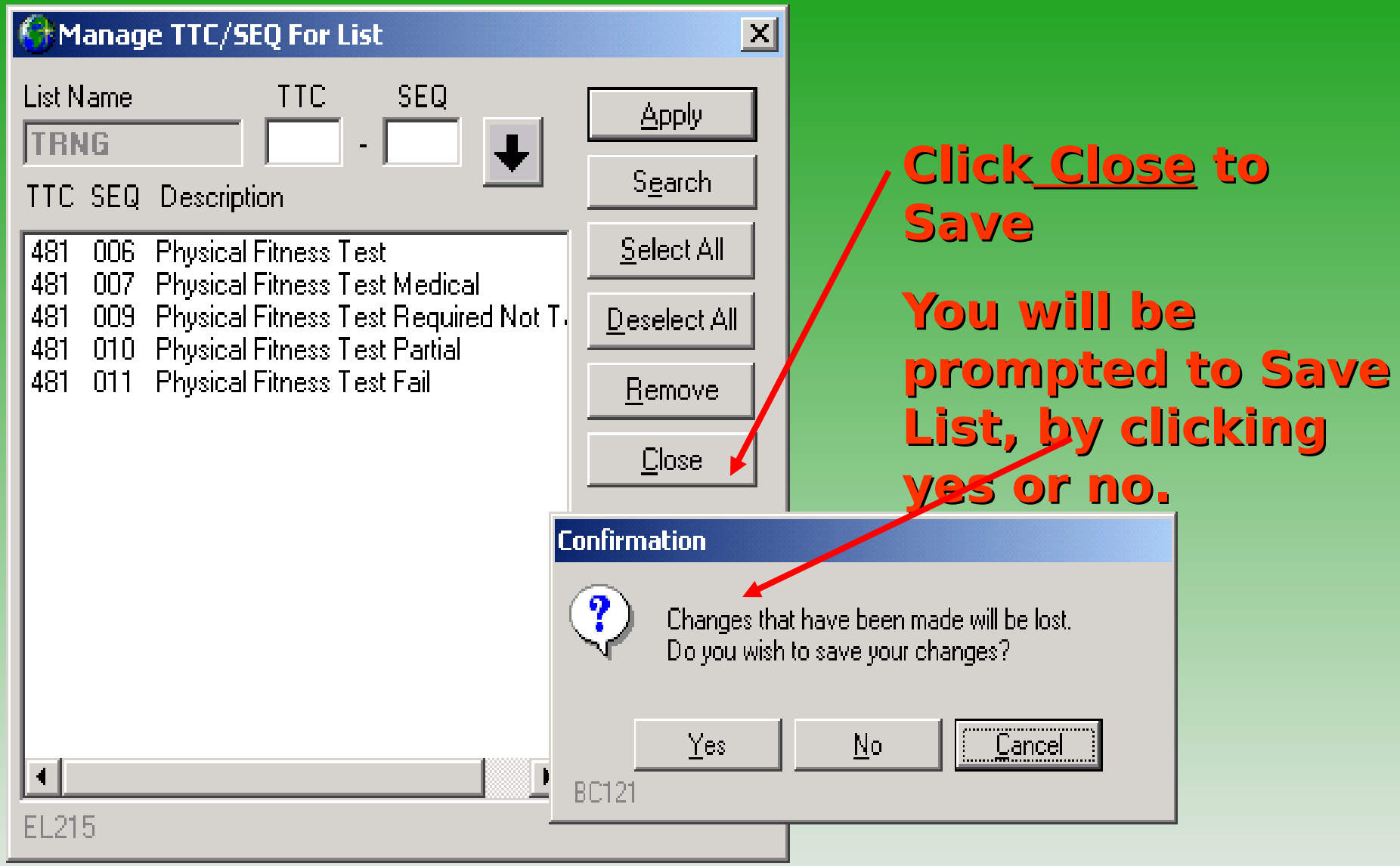
Add TTC's



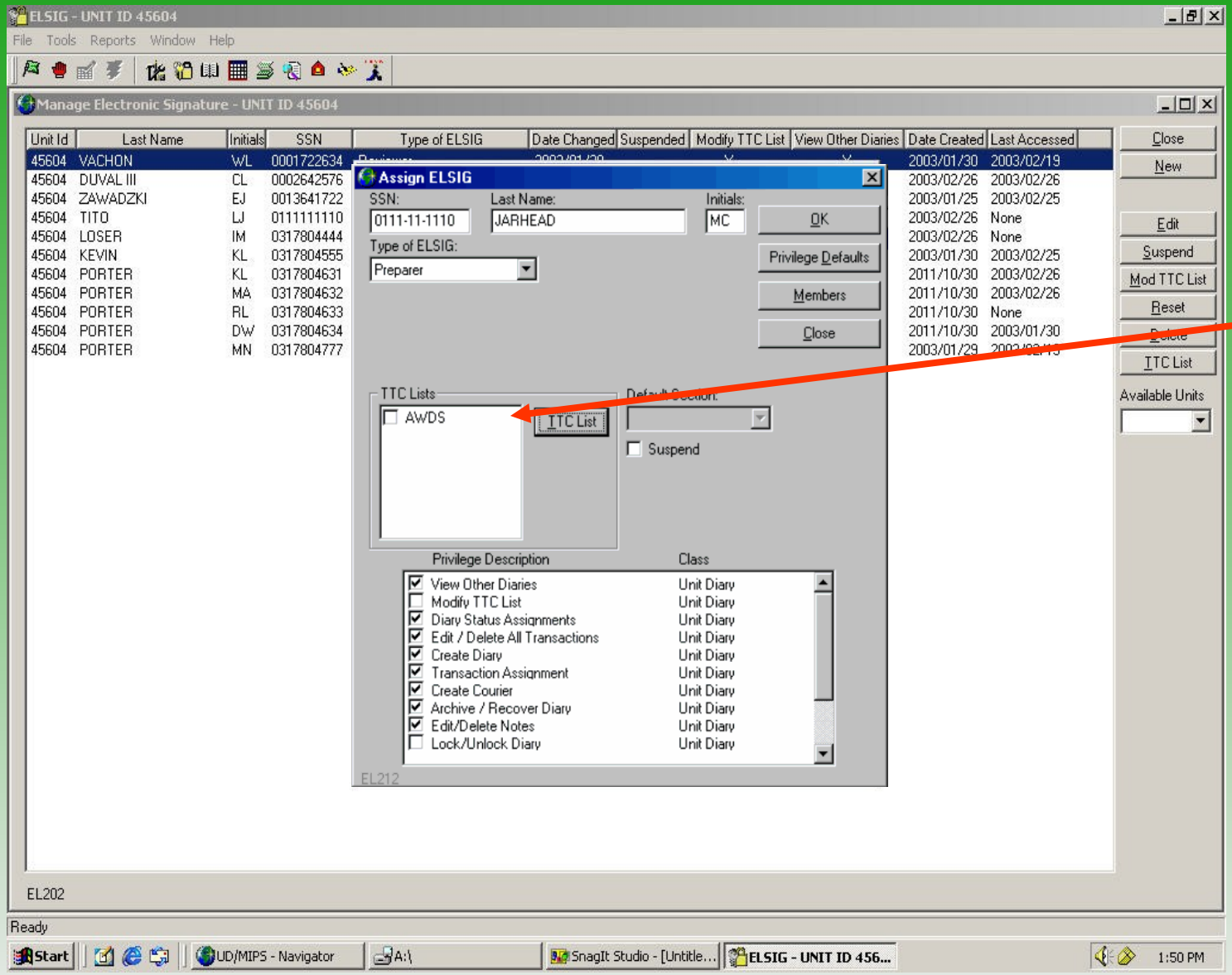
Enter TTC or click Search to locate TTC's for addition to list



Save list


Manage TTC/SEQ For List
List Name
TTC
SEQ
TRNG
Apply
Search
Select All
Deselect All
Remove
Close
TTC SEQ Description
481 006 Physical Fitness Test
481 007 Physical Fitness Test Medical
481 009 Physical Fitness Test Required Not T.
481 010 Physical Fitness Test Partial
481 011 Physical Fitness Test Fail
EL215
Confirmation
Changes that have been made will be lost.
Do you wish to save your changes?
Yes
No
Cancel
BC121
Click Close to Save
You will be prompted to Save List, by clicking yes or no.

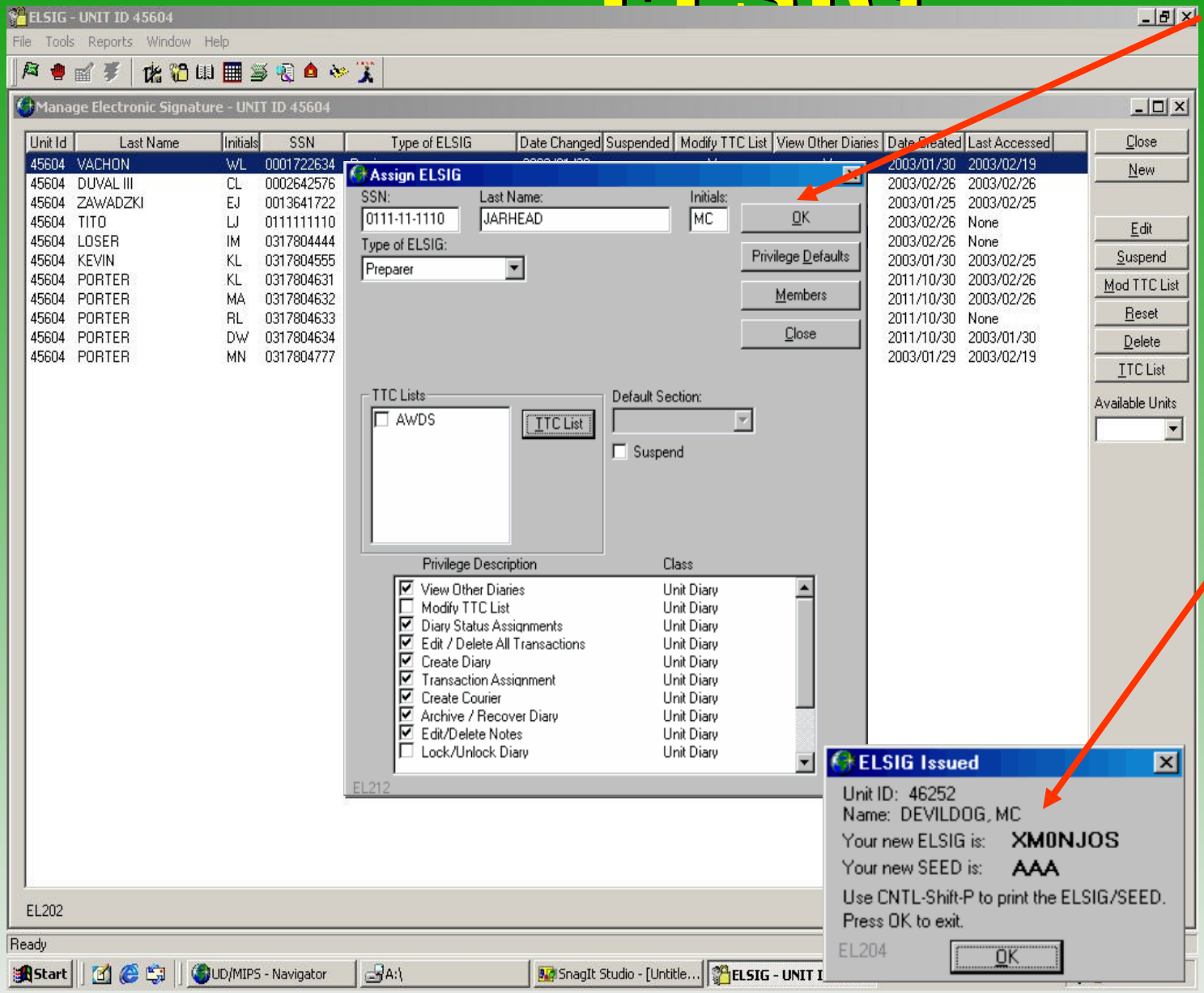
Select TTC List



User will be restricted to List(s) selected.

If no List is selected, User will be authorized all TTC's

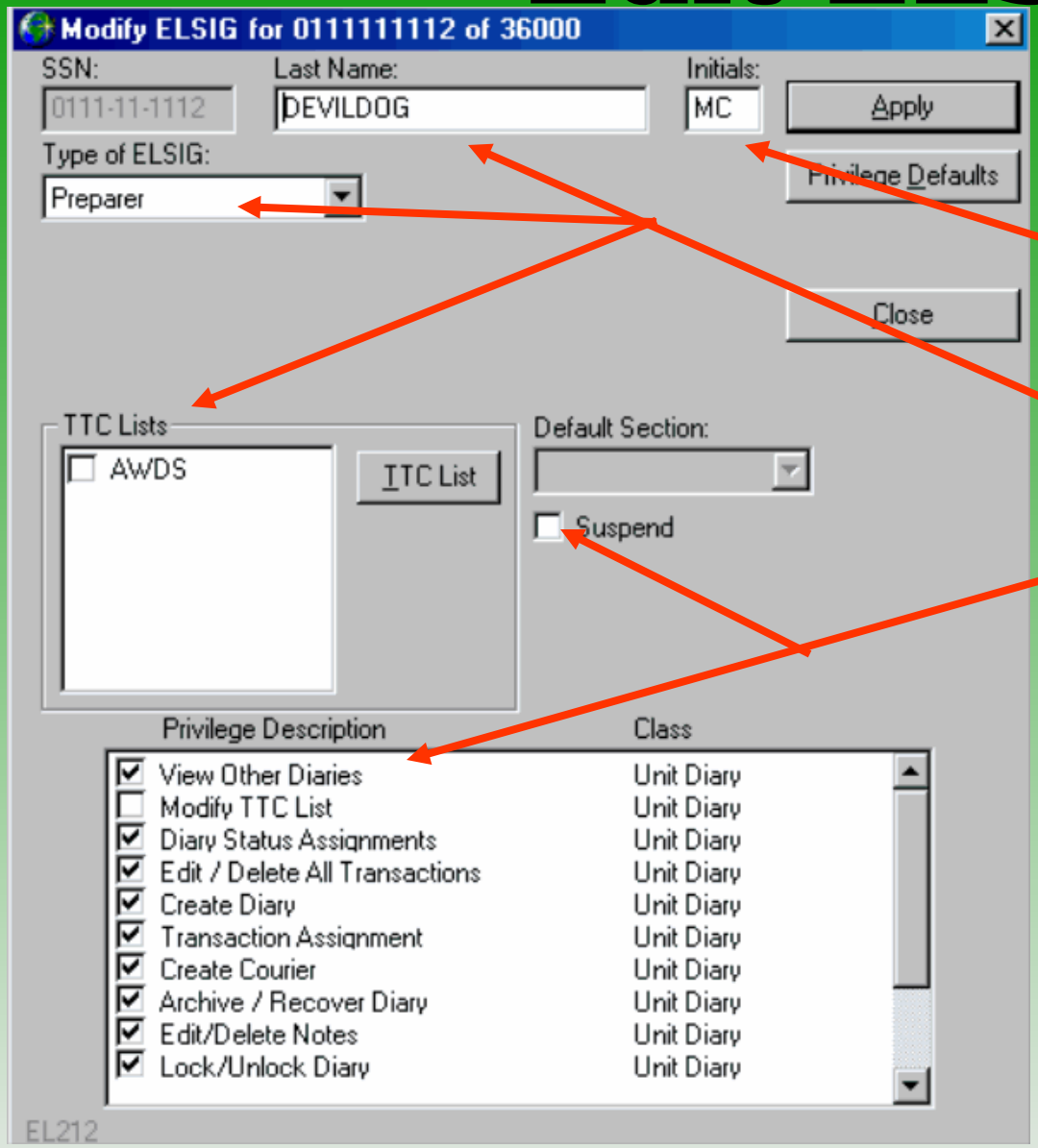
Finish Creation of ELSIG



Clicking OK will finish Creation. If more than one RUC was selected then an ELSIG will be created for Each RUC selected with same restrictions for All

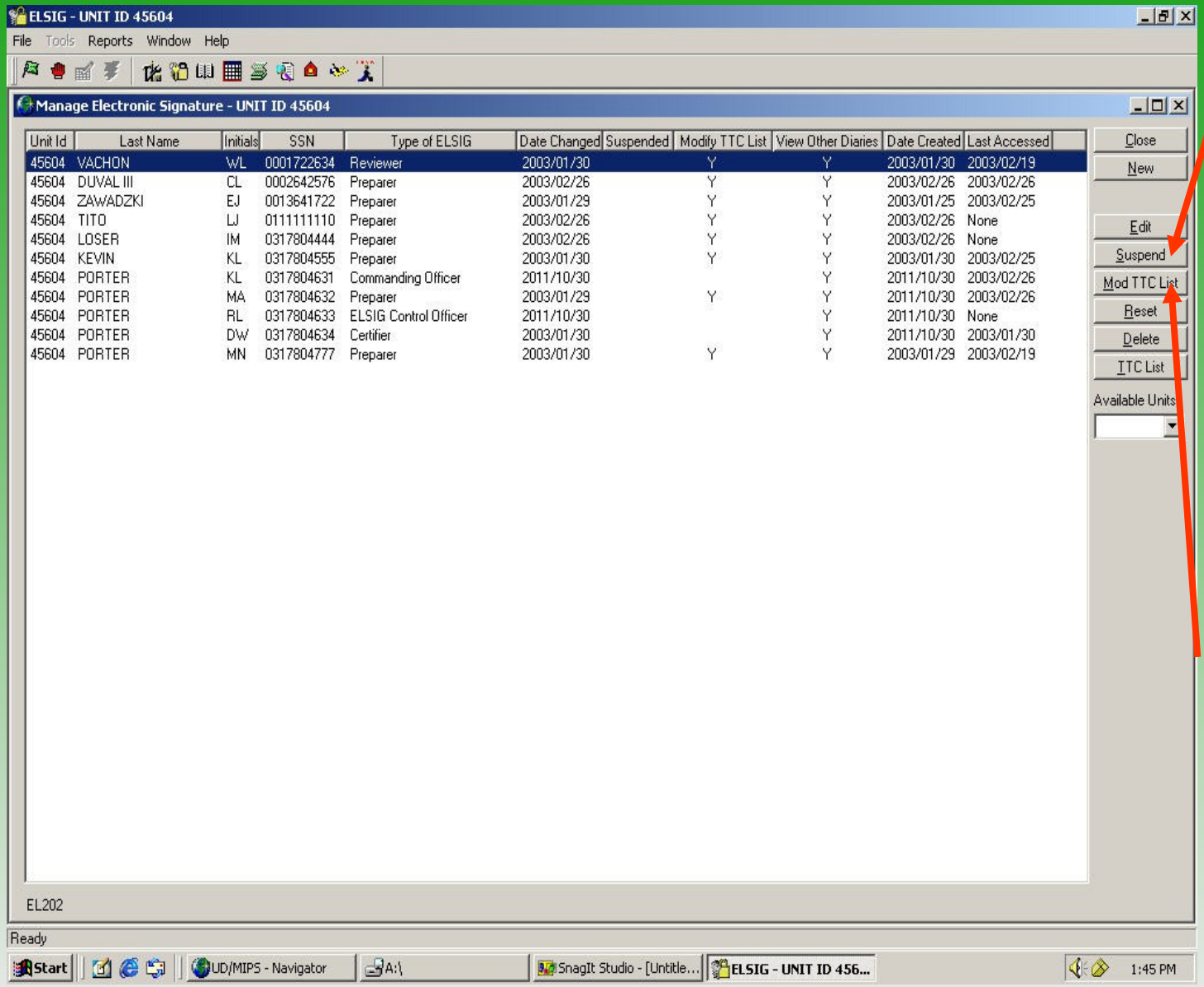
ELSIG can be Printed to give to user.

Edit ELSIG



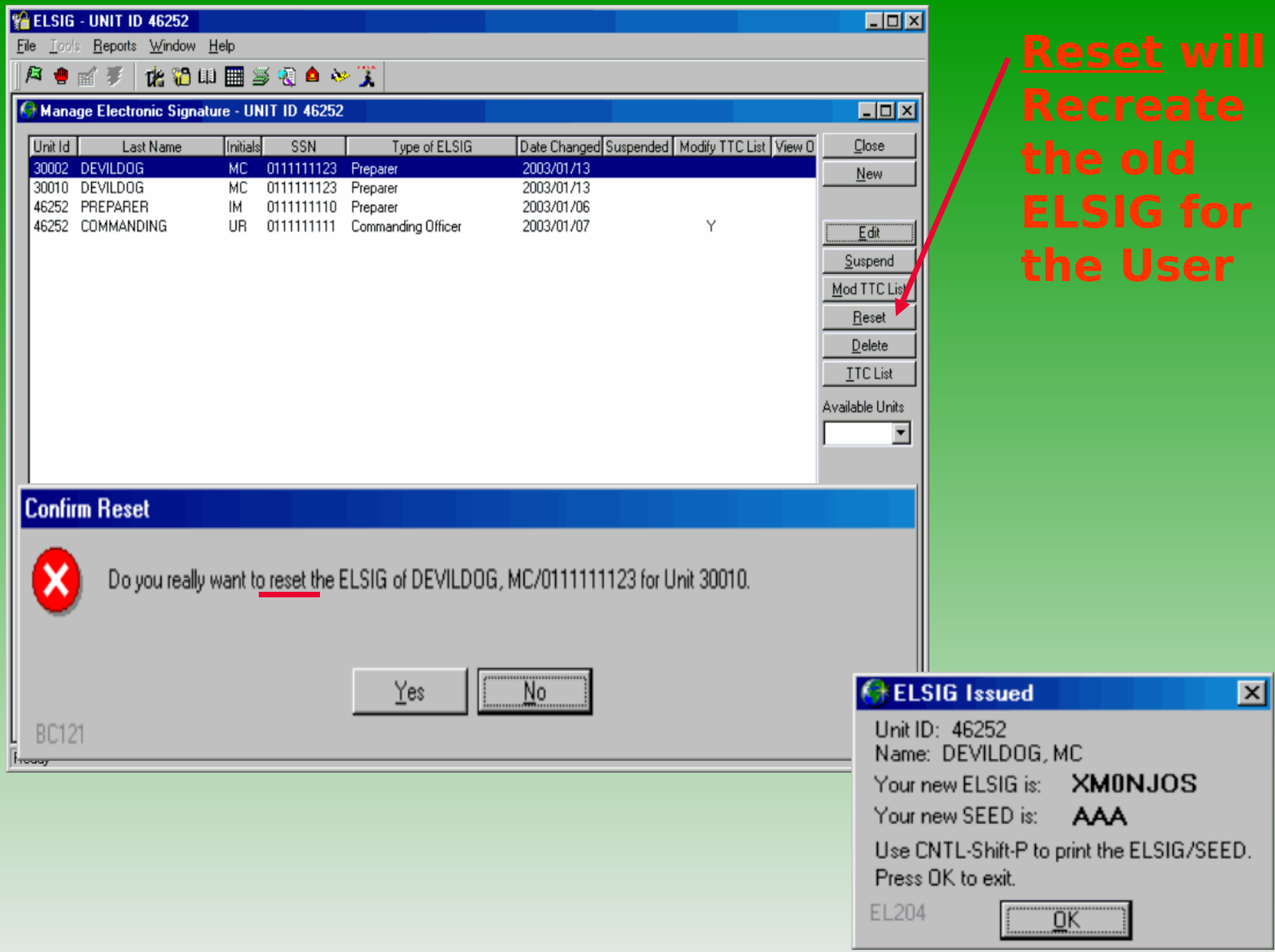
Clicking Edit on the ELSIG Management Console will allow modification of Name, Initials, ELSIG Type, TTC Lists assigned, and ability to Suspend the ELSIG, Even change the Privileges Description.

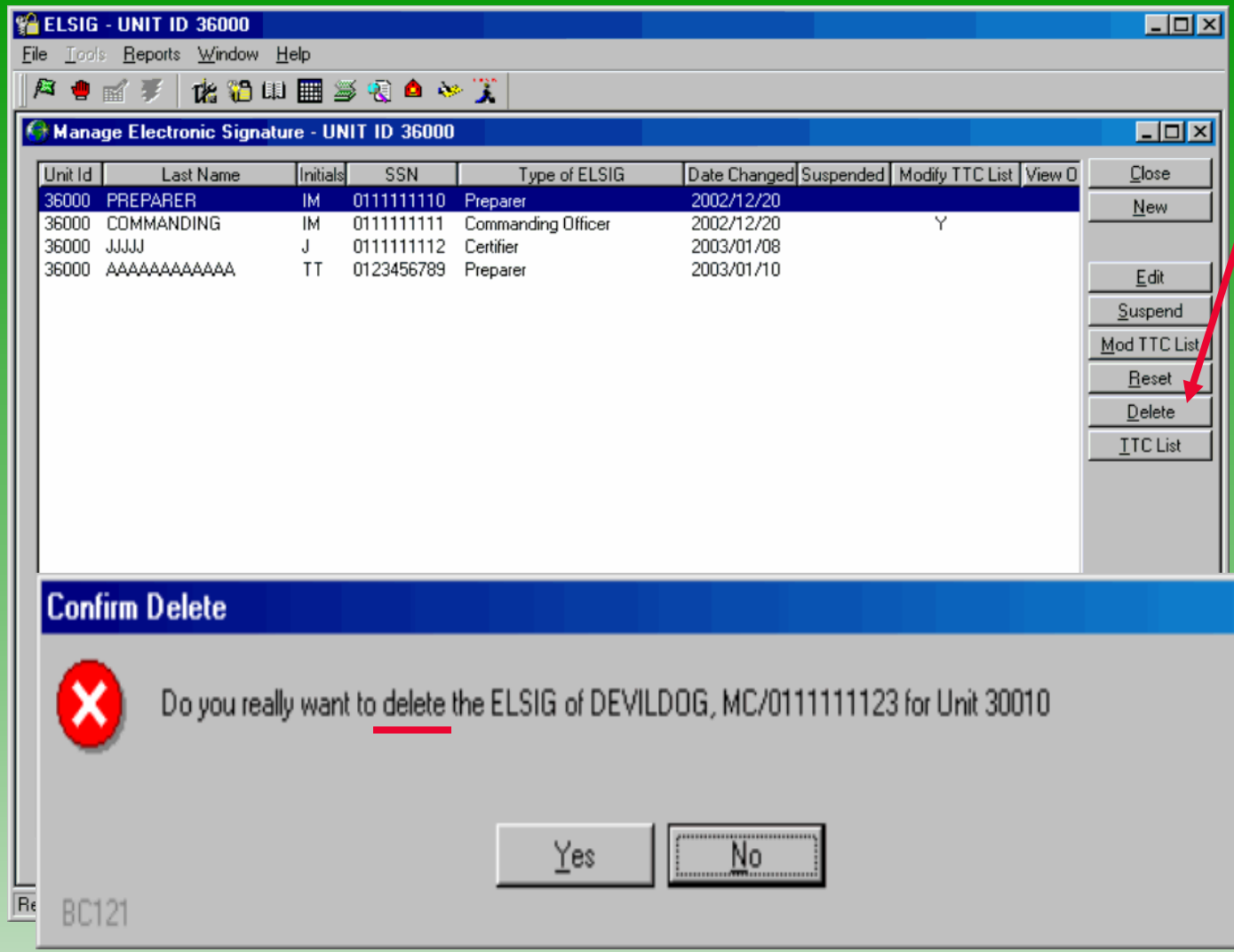
ELSIG Maintenance



Clicking Suspend will suspend the ELSIG. If ELSIG is suspended, button will read "Unsuspend"

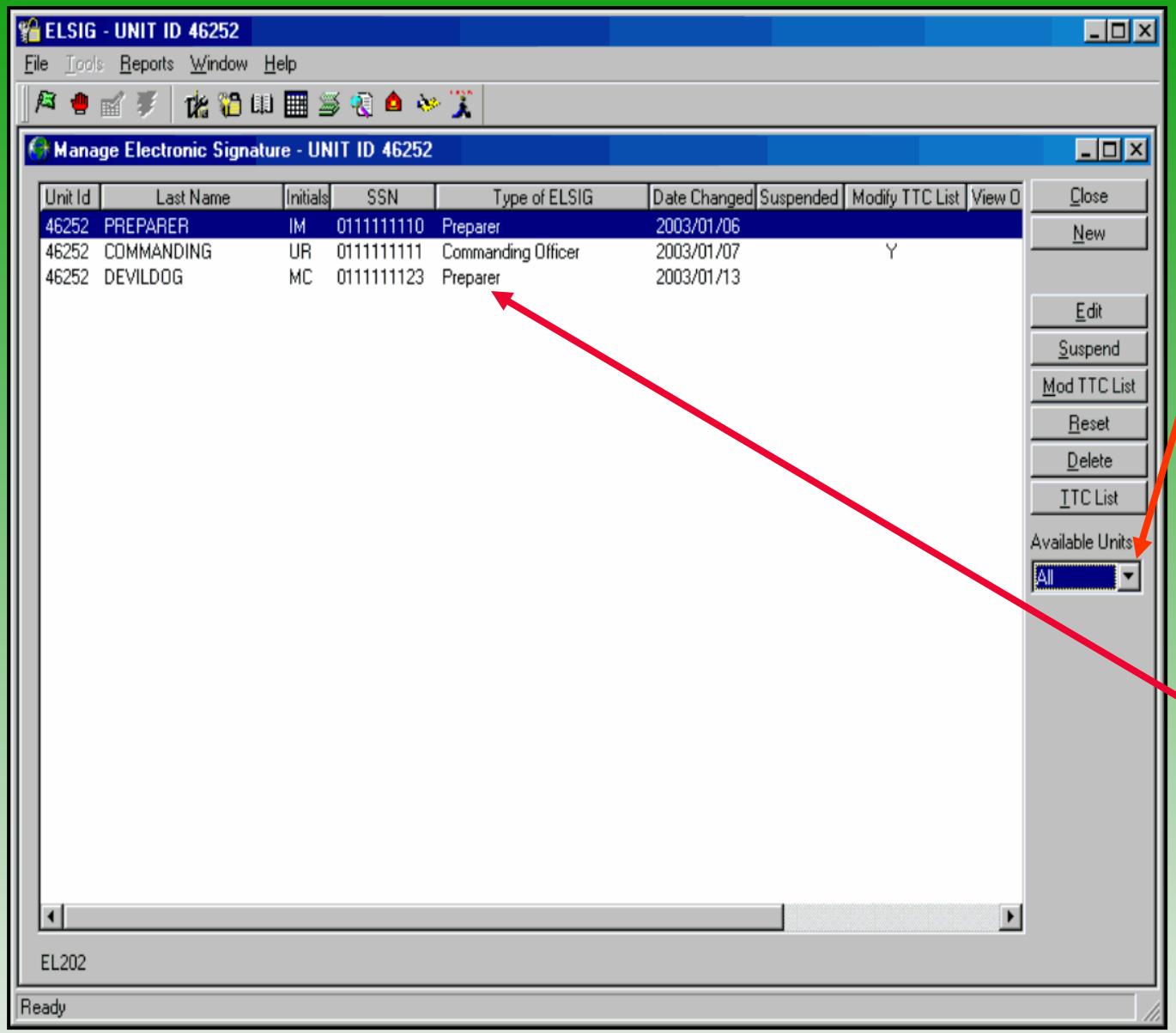
Auth To Change will grant User ability to Modify TTC List(s) they are assigned. All this is displayed in the Management window


ELSIG - UNIT ID 46252
File Tools Reports Window Help
Manage Electronic Signature - UNIT ID 46252
Unit Id | Last Name | Initials | SSN | Type of ELSIG | Date Changed | Suspended | Modify TTC List | View O
30002 DEVILDOG MC 0111111123 Preparer 2003/01/13
30010 DEVILDOG MC 0111111123 Preparer 2003/01/13
46252 PREPARER IM 0111111110 Preparer 2003/01/06
46252 COMMANDING UR 0111111111 Commanding Officer 2003/01/07 Y
Close
New
Edit
Suspend
Mod TTC List
Reset
Delete
ITC List
Available Units
Confirm Reset
Do you really want to reset the ELSIG of DEVILDOG, MC/0111111123 for Unit 30010.
Yes
No
BC121
Reset will Recreate the old ELSIG for the User
ELSIG Issued
Unit ID: 46252
Name: DEVILDOG, MC
Your new ELSIG is: XM0NJOS
Your new SEED is: AAA
Use CNTL-Shift-P to print the ELSIG/SEED.
Press OK to exit.
EL204
OK



Delete will Remove ELSIG

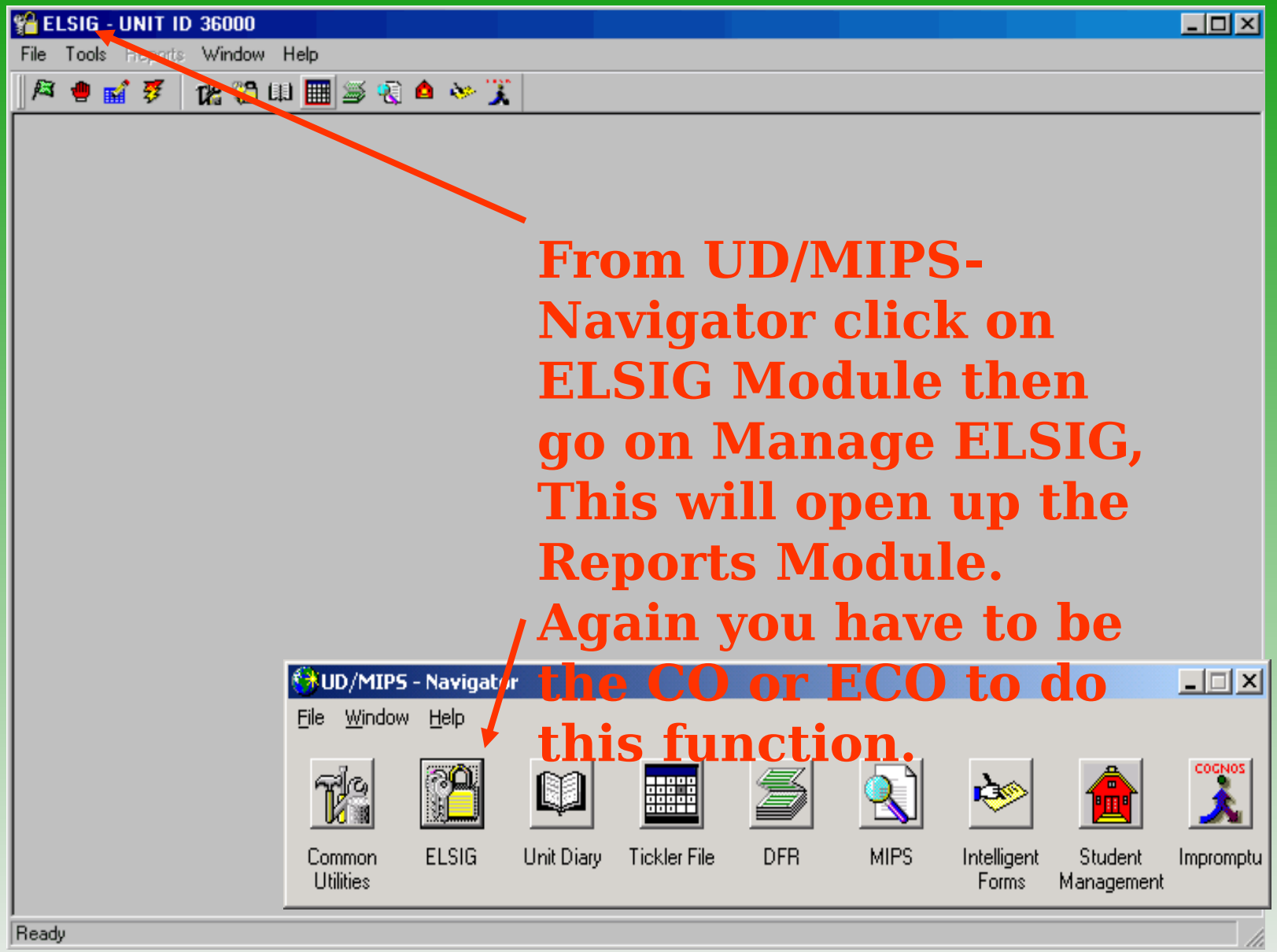
TTC List allows Management of TTC Lists



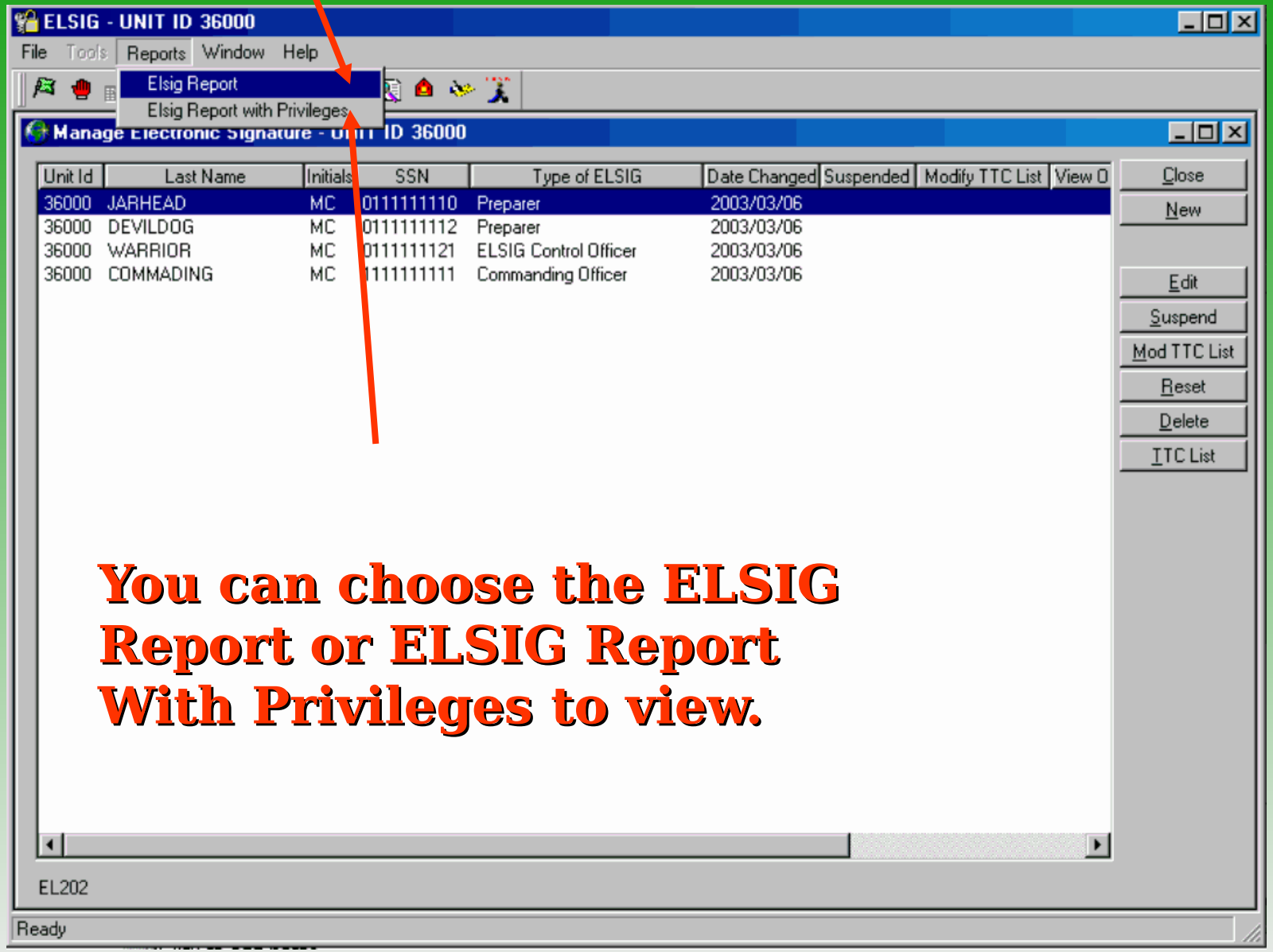
Available Units dropdown shows what RUCS are assigned to the highlighted ELSIG

The Type of ELSIG shows what the member has access to.

ELSIG Reports

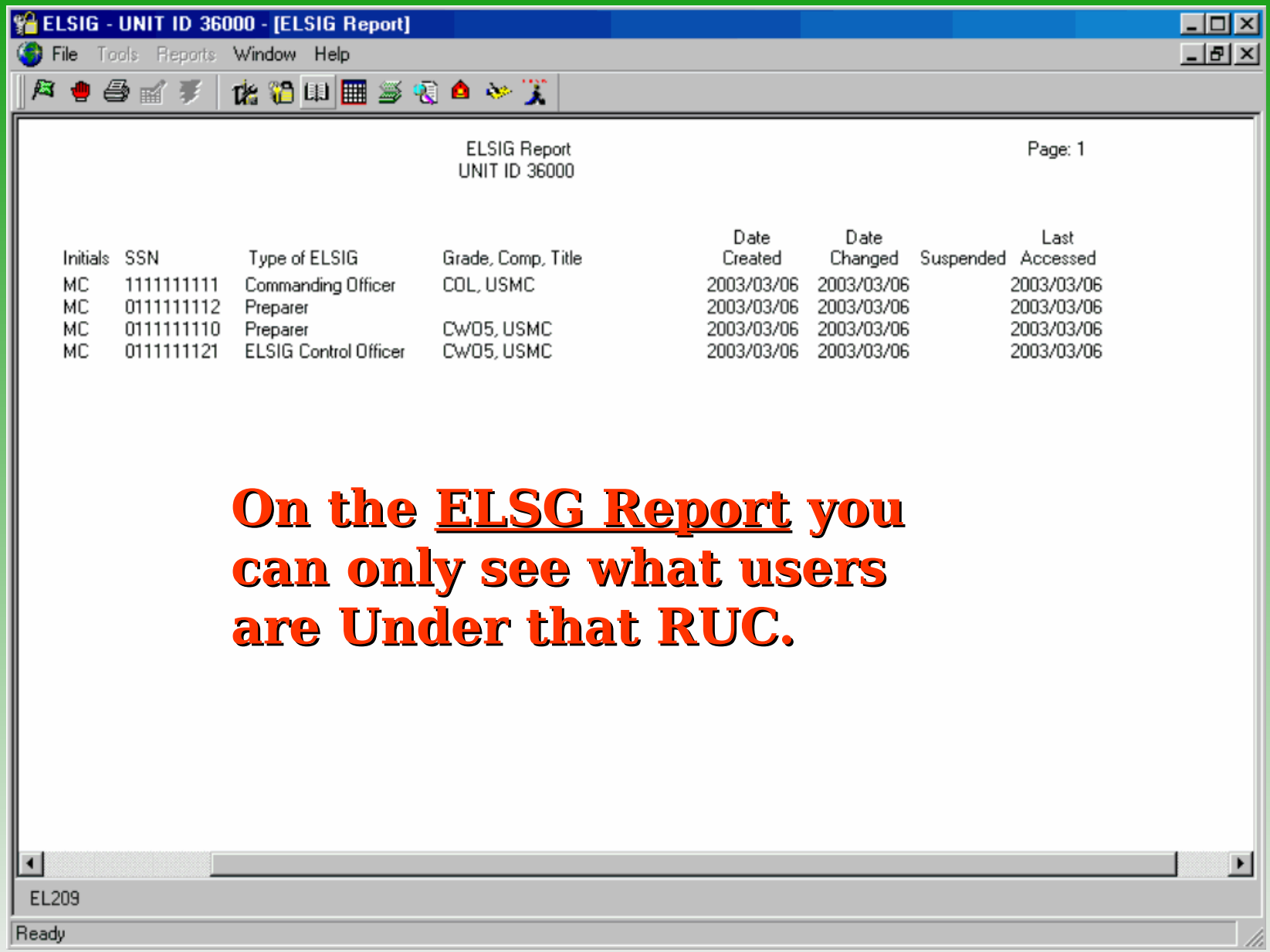


ELSIG Reports



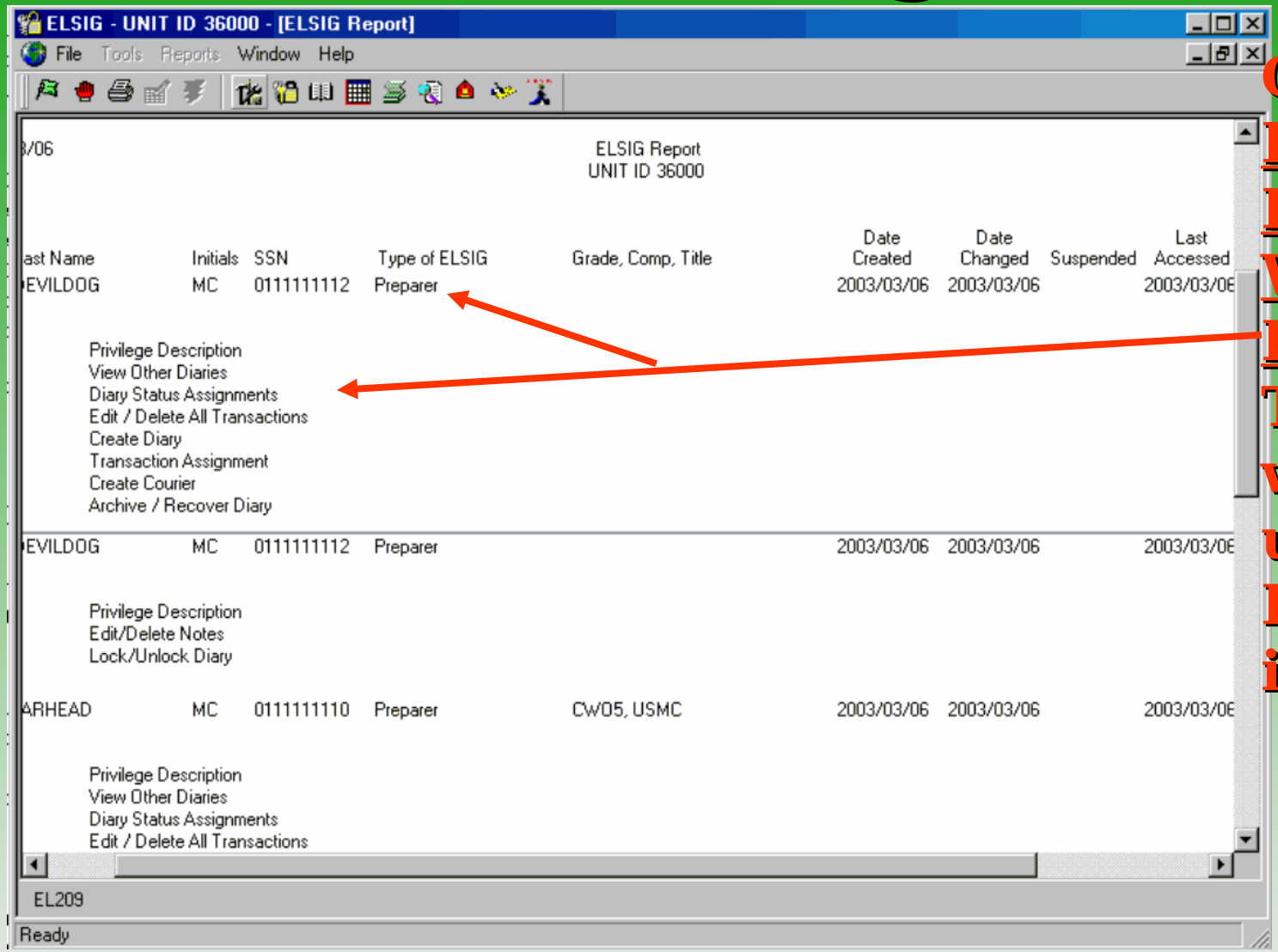
You can choose the ELSIG Report or ELSIG Report With Privileges to view.

ELSIG Reports



On the ELSG Report you can only see what users are Under that RUC.

ELSIG Reports With Privileges



On the ELSIG Reports With Privileges, This shows what each user's Privilege is.

ZZ
480
ZZ
5TH AF
QUESTIONS ??